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Chief, Management Staff

27 April 1954

Security Office

Table of Organization

1. The following change in our Table of Organization is requested in order to provide a Special Assistant to the Director of Security, CIA. The transfer and upgrading of SSD Pool slot T212.59 (GS-11) to Office of Director of Security (GS-13).
2. A classification sheet covering this new position has been submitted and discussed with the Classification and Wage Section, Office of Personnel.
3. The requirement of this position has necessitated the assignment of an individual who has been discharging the responsibilities for a period of several months. These responsibilities require certain sensitive research and handling of special assignments for the Security Office, CIA. This research, in many cases, is of such high sensitivity that the conduct of same must be limited. The incumbent must possess a broad knowledge of the domestic and field responsibilities of the Security Office as well as the Agency with respect to methods of operation. He must also be able to condense materials resulting in concise abstracts and summaries upon which recommendations are made.
4. Incumbent operates under direct supervision of the Director of Security.

Sheffield Edwards
Director of Security

SO/CJK:mhw:(27 Apr '54)

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JW